



Republic of the Philippines
Supreme Court
Manila

OFFICE OF THE 2020/21 BAR CHAIRPERSON
FREQUENTLY ASKED QUESTIONS
ON THE DIGITALIZED EXAMINATION PROCESS

A. Overview

A.1. What program will be used for the digitalized Bar Examinations?

The Court will use Exemplify, a secure exam delivery program from ExamSoft Worldwide LLC.

Examinees will download and install Exemplify on their laptops, which they will bring to their local testing centers. Each password-protected exam will be available for download and decryption at the schedule prescribed by the Office of the Bar Chairperson, and examinees will answer the exam through Exemplify. Once the examinee is ready to submit their answers, or if the prescribed time for the exam has expired, they shall upload their answers and receive on-screen and e-mail confirmations of their submission. Internet access shall only be required when downloading exams and uploading answers. Exemplify uses security measures to ensure that examinees will neither be able to open or use other programs, nor access the Internet, while the exam is ongoing.

Access to Exemplify shall be available to all applicants who have been conditionally or unconditionally approved to take the 2020/21 Bar Examinations. Instructions shall be sent to the applicants' Bar PLUS-registered e-mail addresses only. Applicants should not delete the registration information e-mail sent to them until after the conclusion of the 2020/21 Bar Examinations.

Since the bar application fee includes Exemplify access, the Court and ExamSoft Worldwide LLC will not charge additional fees for its use. Please report any attempts to solicit additional fees for Exemplify access for the 2020/21 Bar

Examinations to digitalbar2021.sc@judiciary.gov.ph with subject line: URGENT - Unauthorized solicitation.

A.2. What are the proctoring mechanisms for the 2020/21 Bar Examinations?

The integrity and security of the Bar Examinations are the guiding principles of the proctoring mechanisms to be implemented.

Invigilation for the 2020/21 Bar Examinations shall primarily be conducted by in-person proctors, and through closed-circuit television cameras in the exam rooms.

Exemplify shall not be used for real-time monitoring and surveillance of applicants' exam-taking activities. Exemplify-collected system data that may identify individual applicants or their exam-taking activities shall only be accessed when required for an investigation or audit authorized by the Bar Chairperson.

B. Registration

B.1. What is the process for Exemplify registration?

The Court, through the Office of the Bar Confidant, periodically releases lists of applicants that the Court *En Banc* unconditionally and conditionally approved to take the 2020/21 Bar Examinations. These lists are uploaded on [the Supreme Court microsite for the 2020-2021 Bar Examinations](#).

Within seven calendar days from the release of each list, each approved applicant—whether unconditionally or conditionally approved—shall receive their Exemplify registration information in their Bar PLUS-registered e-mail address.

Note: Those applicants already approved by the Court *En Banc* as of July 31, 2021 shall be included in the first release of registration information e-mails.

The registration information e-mail contains all instructions on access to Exemplify for the 2020/21 Bar Examinations. Applicants must be connected to the Internet when registering for and logging into Exemplify.

To ensure that the registration e-mails and other Exemplify-related communications will be received, applicants are encouraged to whitelist or add to their e-mail address book the following e-mail addresses:

noreply@examsoft.com
digitalbar2021.sc@judiciary.gov.ph

Applicants whose Bar PLUS-registered e-mail addresses are managed by their law school, university, college, company, or organization are also advised to contact their IT administrators to ensure that the above addresses are whitelisted or marked “safe senders” in their e-mail servers.

Exemplify registration information is unique to each applicant and corresponds to their Bar records. All applicants are strictly enjoined to keep their registration information confidential and secure.

B.2. What should an applicant do if their name appears in a list of approved bar applicants released by the Office of the Bar Confidant, but they have not yet received the registration information e-mail?

If an applicant does not receive their registration information more than seven calendar days after the list reflecting their application’s approval has been released, they should e-mail digitalbar2021.sc@judiciary.gov.ph in the following format:

Subject: Request for Registration

Body:

B.E. Number:

Surname:

Date of List Approving their Bar Application:

Only requests from applicants whose approvals are reflected in the official lists, and who have not received their registration information e-mail after seven calendar days, shall be entertained.

To ensure the confidentiality of information contained in the registration information e-mail, the requesting applicant must use their Bar PLUS-registered e-mail address. Requests sent from other e-mail addresses shall be denied.

B.3. What should an applicant do if the first name and/or surname in their Exemplify registration information does not correspond to the name in their application?

To correct any entry in their Exemplify registration information, except for their uniquely assigned username, applicants should immediately e-mail digitalbar2021.sc@judiciary.gov.ph in the following format:

Subject: Request for Correction of Information

Body:

B.E. Number:

Entry to be corrected:

To ensure the confidentiality of information contained in the registration information e-mail, the requesting applicant must use their Bar PLUS-registered e-mail address. Requests sent from other e-mail addresses shall be denied.

No corrections to Exemplify registration information shall be entertained after November 3, 2021.

Changing of passwords does not require a separate request to the Supreme Court. Applicants may change their passwords as needed, at any time while their Exemplify accounts remain active.

For security reasons, the Court will not grant any request to change an applicant's e-mail address to which Exemplify notices are sent.

B.4. What should an applicant do if they are assigned more than one Exemplify account?

Applicants may receive duplicate e-mails containing their registration information. However, if the usernames and passwords in these e-mails are different from each other and it appears that the applicant has been assigned more than one Exemplify account, the applicant must immediately inform the Supreme Court to ensure that their account registrations correspond to only one applicant. For the multiple account registrations to be merged, the applicant should e-mail digitalbar2021.sc@judiciary.gov.ph in the following format:

Subject: Request to Merge Multiple Accounts

Body:

B.E. Number:

Usernames of multiple accounts:

To ensure the confidentiality of information contained in the registration information e-mail, the requesting applicant must use their Bar PLUS-registered e-mail address. Requests sent from other e-mail addresses shall be denied.

System records will be periodically audited to ensure that each applicant is assigned to only one Exemplify account.

C. Digitalized Examination Process

C.1. What are the minimum system requirements for Exemplify?

[Bar Bulletin No. 18, s. 2021](#) states the minimum system requirements for both Windows and Mac laptops. Any further updates and clarifications on these requirements shall be announced in Bar Bulletins.

All Bar Bulletins are accessible at [the Supreme Court microsite for the 2020–2021 Bar Examinations](#).

Applicants should follow all installation instructions to ensure that they have correctly installed Exemplify on their laptops.

C.2. How can applicants prepare for the digitalized Bar Examinations if they do not know how to use Exemplify?

The registration information e-mail contains instructions on the Sample Exams applicants should take to familiarize themselves with Exemplify.

C.3. What are Sample Exams?

The Sample Exams are non-graded practice tests that simulate the experience of using Exemplify for the 2020/21 Bar Examinations. Applicants are encouraged to take the Sample Exams multiple times to ensure that they are familiar with Exemplify's features and functions. The Sample Exams also confirm the compatibility of the applicants' laptops with Exemplify.

Answers to the Sample Exams will not be checked and have no bearing on the applicant's actual performance in the 2020/21 Bar Examinations. Only the download of the Sample Exams and upload of the answer files will require an Internet connection.

The applicant must be familiar with the version of Examplify provided by the Supreme Court. All applicants must upload at least one answer file for each Sample Exam by 11:59 p.m. of November 3, 2021, or risk deactivation of their Examplify accounts. When an answer file has been successfully uploaded, Examplify shall display a confirmation screen, and a confirmation notice will be sent to the applicant's Bar PLUS-registered e-mail address. The Court will not entertain any requests for confirmation of successful uploads, and will not send individual reminders to applicants who have not submitted at least one answer file for each Sample Exam, except for one final warning e-mail to applicants who remain noncompliant 24 hours before the November 3, 2021 deadline.

The Sample Exams will only be available until November 6, 2021.

C.4. May applicants use the version of Examplify provided by their law school, review center, or by the Supreme Court from the Pilot Bar Examinations?

No. All applicants must use the version of Examplify provided by the Supreme Court for the 2020/21 Bar Examinations, as instructed in the registration information e-mail they received. Applicants are directed to uninstall any copy of Examplify from other sources, even the one acquired from the Pilot Bar Examinations, and install the version provided by the Court.

Applicants are strictly prohibited from doing, attempting, inducing or contracting another person, or assisting another person to do any of the following: (1) modify, decompile, decode, reverse-engineer, tamper, or alter Examplify in any way; (2) bypass, defeat, or disable Examplify's security features either natively or by introducing any other computer code, file, or program; or (3) breach ExamSoft's data systems and servers. Performing any of these acts is administratively and criminally punishable.

D. Examination Proper

D.1. How should applicants prepare their laptops for the 2020/21 Bar Examinations?

Before taking the 2020/21 Bar Examinations, all applicants are expected to have familiarized themselves with Examplify's functions and features using the Sample Exams.

Applicants should ensure that Examplify has been installed and registered under their Supreme Court-provided accounts on the laptops they will bring to their

assigned local testing centers. The laptops will serve as the examination booklets for the applicants.

To ensure uninterrupted exam taking, applicants are advised to disable their laptops' sleep or hibernate settings. They should ensure the functionality of their laptops' internal batteries and power bricks or chargers. While charging outlets are provided inside exam rooms, applicants are encouraged to have their laptop batteries fully charged before they arrive at their local testing centers.

D.2. What laptop peripherals and accessories shall be allowed for the 2020/21 Bar Examinations?

Only the following peripherals shall be allowed to be brought inside local testing centers:

- Laptop power brick or charger, with a two-pin type A plug adapter if needed
- Laptop bag or sleeve

To expedite security checks, all applicants must remove any manuals, warranty notices, and other documentation, as well as unnecessary cables, from the bag or sleeve before entering the local testing center.

The laptop bag or sleeve is not required to be made of transparent materials.

- For laptops without any USB-A ports: a USB-C (male) to USB-A (female) adapter
- For laptops without internal wireless Internet cards: external WiFi adapter
- Webcam cover for the laptop camera
- Keyboard protector, skin, or cover for the laptop keyboard
- Portable laptop stand or riser with dimensions not exceeding both the width and length of the laptop itself

All of the allowed peripherals are optional, except for the laptop power brick or charger.

Persons with disabilities who would like to request authority to bring accommodation or assistive devices or peripherals to their local testing centers should e-mail digitalbar2021.sc@judiciary.gov.ph with subject line: PWD Accommodation Request. The requesting applicant must use their Bar PLUS-registered e-mail address. Requests sent from other e-mail addresses shall be denied.

The external components of the laptop must not be marked, configured, or decorated in any way that may raise concerns of dishonesty or may be distracting to the staff and other applicants. At the security staff's or proctors' discretion, applicants may be required to temporarily cover any distracting or suspicious markings or decorations on their laptops during the examinations.

All other peripherals and accessories are not allowed, and will be confiscated by the security staff at the local testing centers, for return only upon the applicant's exit from their local testing center.

D.3. What are the policies on laptop use at the local testing center?

Applicants are strictly prohibited from using their local testing centers' Internet connections for any purpose other than to download examination files and upload answer files within Exemplify. To this end, applicants must disable automatic updates for their operating system and other applications installed on their laptops. All requests to access e-mail accounts to retrieve Exemplify registration information must be made to the room head proctor, and the retrieval shall be supervised.

While applicants are inside their local testing centers, they are strictly prohibited from using their laptops for any purpose other than to access Exemplify within the scheduled periods of the examinations.

Applicants are discouraged from having any open containers containing food or liquids next to their laptops.

Updates or clarifications to laptop use policies at local testing centers shall be announced in Bar Bulletins.

E. Support

Details on how to get technical support for Exemplify are in the registration information e-mail.

The Court and ExamSoft Worldwide LLC will never ask an applicant for their account password. Applicants should never disclose their passwords to any person, even to technical support staff. If an applicant believes that their Exemplify account has been compromised, they should immediately reset their password. Applicants should report any suspected breach of their registration information to digitalbar2021.sc@judiciary.gov.ph with subject line: URGENT - Data security issue.